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TO:

Ames

ROOM NO.

BUILDING

REMARKS:

FROM:

ROOM NO.

BUILDING

EXTENSION

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Release 2014/04/28 : ACES FORM 36-8
CIA-RDP99-00777R000400910001-0

PAO 89-0024

26 January 1989

JUDGE:

RE: Your proposed talking points
for the Business School Officials' Conference
30 January 1989 9:00 a.m.
Room 1E78 Headquarters

You are scheduled to address the Business School Officials' Conference on Monday, 30 January. The group includes 35 placement directors and career counselors from business schools and high schools throughout the eastern United States. They have been invited to receive two and one-half days of unclassified briefings on the Agency's mission, organization, and career opportunities for secretaries.

You have been asked to talk with the group for about 15 minutes. Your proposed talking points and a copy of the conference agenda and participants are attached.

Bill Baker

Attachments:
as stated

STAT DCI/PAO/WMB

Distribution:

Orig. - DCI

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PROPOSED TALKING POINTS
FOR
WILLIAM H. WEBSTER
DIRECTOR OF CENTRAL INTELLIGENCE
AT THE
BUSINESS SCHOOL OFFICIALS' CONFERENCE
JANUARY 30, 1989

INTRODUCTION

- GOOD MORNING AND WELCOME TO THE CENTRAL INTELLIGENCE AGENCY.
- I KNOW THAT THE START OF THE SEMESTER IS ALWAYS A VERY BUSY TIME, AND I AM GLAD THAT ALL OF YOU COULD BE WITH US THIS WEEK.
- I HOPE YOUR TIME WITH US WILL GIVE YOU A CLEAR IDEA OF HOW WE DO OUR JOB AND THE OPPORTUNITIES WE CAN OFFER TO YOUR STUDENTS.

IT IS SAID THAT A SECRETARY IS ONE "ENTRUSTED WITH SECRETS."

- THIS IS, OF COURSE, VERY MUCH THE CASE HERE AT CIA.
- BUT THERE IS MUCH MORE TO SAY IN DESCRIBING THE SKILLS AND RESPONSIBILITIES OF SECRETARIES AT THE AGENCY.
- WE ASK THEM NOT ONLY TO APPLY THEIR CONSIDERABLE SECRETARIAL SKILLS TO OUR WORK; WE ALSO ASK THEM TO

SERVE AS PUBLIC RELATIONS SPECIALISTS, PROBLEM SOLVERS, AND ADVISORS.

- WE RELY ON SECRETARIAL SUPPORT NOT ONLY HERE AT HEADQUARTERS, BUT AT EACH OF OUR STATIONS AND FACILITIES THROUGHOUT THE UNITED STATES AND AROUND THE WORLD.

WE ASK MUCH OF OUR SECRETARIES, BUT WE LIKE TO THINK THAT WE ALSO OFFER THEM MUCH IN RETURN.

- OUR AGENCY IS WITHOUT PARALLEL IN THE VARIETY OF JOBS WE CAN OFFER TO SECRETARIES AND THE OPPORTUNITY WE GIVE THEM TO DO VERY IMPORTANT WORK THAT CONTRIBUTES TO OUR NATION'S SECURITY.
- AND, CERTAINLY, THE CHOICE OUR EMPLOYEES HAVE TO TRAVEL AND LIVE ABROAD IS ATTRACTIVE.
- IN 1986 THE AGENCY ESTABLISHED THE SECRETARIAL CAREER SYSTEM TO SUPPORT THE PROFESSIONALISM OF SECRETARIES.

IN THE BRIEFINGS THAT FOLLOW, YOU WILL HEAR THE
DETAILS OF THIS SYSTEM AND OF OUR EFFORTS TO ATTRACT,
REWARD, AND KEEP GOOD SECRETARIES.

I THINK THE SECRETARIAL FORCE AT THE CENTRAL INTELLIGENCE
AGENCY IS OF THE HIGHEST QUALITY.

- A VERY GOOD INDICATION OF THIS IS THE ENTHUSIASTIC
RESPONSE WE ALWAYS RECEIVE WHEN WE ASK FOR NOMINATIONS
FOR OUR SECRETARY-OF-THE-YEAR AWARDS.
- THE EVALUATION CRITERIA FOR THE AWARD INCLUDE
DEDICATION, JUDGMENT, HONESTY, INITIATIVE, GOOD
PERFORMANCE UNDER PRESSURE, LEADERSHIP, AND
FLEXIBILITY.

LAST SPRING I WAS PRIVILEGED TO PRESENT THE AWARDS TO OUR
SECRETARIES OF THE YEAR.

- AND I WAS VERY IMPRESSED WITH THE MANY CONTRIBUTIONS
THEY HAD MADE TO THE AGENCY.

- ONE SUPERVISOR WROTE THAT HIS SECRETARY WAS THE
"CATALYST WHO MOVED OTHERS INTO ACTION."
- ANOTHER COMMENTED THAT HIS SECRETARY'S DAY BEGINS AND
ENDS "NOT BY THE CLOCK, BUT WITH THE TASK AT HAND."
HE ADDED, "SHE APPEARS UNFLAPPABLE, EVEN WHEN THE
ALLIGATORS ARE SNAPPING."
- BUT ONE SUPERVISOR PROVIDED WHAT I CONSIDER TO BE THE
MOST PROFOUND SUMMARY OF WHAT ALL OF US HOPE TO
ACHIEVE. HE DESCRIBED HIS SECRETARY AS BEING
"QUIETLY, BUT VISIBLY PROUD OF WHO SHE IS AND WHAT SHE
DOES AS A SECRETARY."

CLOSING

I HOPE THAT YOUR TIME WITH US DURING THE NEXT FEW DAYS WILL
GIVE YOU A GOOD UNDERSTANDING OF OUR ORGANIZATION, OUR MISSION,
AND THE EMPLOYMENT OPPORTUNITIES WE CAN OFFER. THE STUDENTS AT
YOUR INSTITUTIONS ARE IMPORTANT TO OUR FUTURE, AND I AM GLAD
THAT I HAD THIS TIME TO TALK WITH YOU.

AGENDA

OFFICE OF PERSONNEL

INTELLIGENCE SECRETARIES

VITAL MEMBERS OF THE CIA TEAM

30 JANUARY - 1 FEBRUARY 1989

MONDAY, 30 JANUARY 1989
ROOM 1E78 Headquarters Building

7:30 a.m. BUS PICKS UP OFFICIALS AT HOTEL

8:00 a.m. PICK UP BADGES IN HEADQUARTERS LOBBY
COFFEE

STAT

8:30 a.m. OFFICIAL WELCOME

Deputy Director of Employment

9:00 a.m. COMMENTS FROM THE DCI

Judge William H. Webster
Director of Central Intelligence

9:30 a.m. OVERVIEW OF CIA

Henry P. Mahoney
Associate Deputy Director for Administration

STAT

10:30 a.m. OVERVIEW OF IS SYSTEM

Chief, Organizational Development Branch

STAT

11:30 a.m. TOUR OF THE CIA OPERATIONS CENTER/
COMPUTER CENTER

12:30 p.m. LUNCH

North Cafeteria, Hqs

STAT

1:30 p.m. APPLICANT PROCESSING

Chief, Applicant Processing Division

STAT

2:30 p.m. TOUR OF THE CIA OPERATIONS CENTER/
COMPUTER CENTER

STAT

3:30 p.m. APPLICANT OPERATIONS CENTER


Chief, Operations Center

4:15 p.m. OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

John Quinones
Director, Equal Employment Opportunity

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4:30 p.m. WRAP-UP


Chief, Recruitment Operations Division

5:00 p.m. OFFICIAL RECEPTION

Executive Dining Room

6:30 p.m. BUS DEPARTS HEADQUARTERS FOR MCLEAN HILTON


Tuesday, 31 January 1989
Amphitheater, McLean Hilton

8:00 a.m. COFFEE

STAT

9:00 a.m. COMMENTS FROM THE DCI's SECRETARY


9:30 a.m. ASSIGNMENTS/SHORT EMPLOYMENT TEST


Chief, Clerical Staffing Branch

10:15 a.m. BREAK


STAT

10:30 a.m. SECRETARIAL TRAINING


Chief, Secretarial Training Branch

STAT


11:15 a.m. LIVING IN WASHINGTON, D.C.


Chief, Family Employee Liaison Office

11:45 a.m. LUNCH

STAT

1:30 p.m. SECRETARIAL COORDINATORS


DCI
DDA
DDI
DDO
DS&T

3:00 p.m. PHOTO

3:30 p.m. PANEL OF SECRETARIES

4:30 p.m. WRAP-UP

Wednesday, 1 February 1989
Amphitheater, McLean Hilton

8:30 a.m. COFFEE/PARTICIPANTS RECEIVE PAYMENT OF SEMINAR FEE

9:30 a.m. RECRUITER PANEL

10:30 a.m. DISCUSSIONS ON RECRUITMENT ISSUES

11:30 a.m. COMMENTS FROM DD/OP

Deputy Director of Personnel

12:00 p.m. SEMINAR ADJOURNS

1:30 p.m. BUSES DEPART FOR AIRPORTS

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